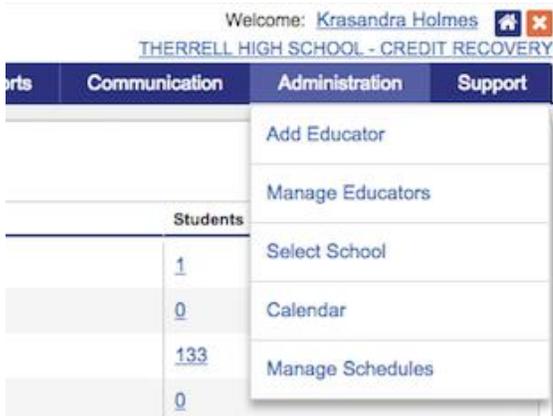




Credit Recovery Quick Sheet

How to add Virtual Facilitators into the Platform

- Log on to: edgenuity.com (*This is for Credit Recovery Only*)
- Use the username and password provided to you in training. **IT IS NOT THE SAME AS YOUR APS CREDENTIALS!**
- (*Students will access the Credit Recovery platform as usual.*
URL: atlanta.learn.edgenuity.com and use their APS login credentials)



When you log in, go to the Administration Tab and click on **ADD EDUCATOR**

Enter First Name, Last Name and Password and Re-enter Password. Do not put anything in the External Educator ID section

STEP 2

Add Educator

Login Information

First Name:

Middle Name:

Last Name:

User Name:

Password:

Re-enter Password:

External Educator ID:

Permissions

<p>Student Accounts</p> <p><input type="checkbox"/> Add Students</p> <p><input type="checkbox"/> Edit Students</p> <p><input type="checkbox"/> Manage School Access</p> <p><input type="checkbox"/> Impersonate Student</p> <p><input type="checkbox"/> Can Send Students Reset Password Email</p> <p><input type="checkbox"/> Can Get Temporary Passwords For Students</p> <p><input type="checkbox"/> Change Student Passwords</p> <p>Student Courses</p> <p><input type="checkbox"/> Assign New Course</p> <p><input type="checkbox"/> Edit Options</p> <p><input type="checkbox"/> Edit Start and Target Dates</p> <p><input type="checkbox"/> Customize Course</p> <p><input type="checkbox"/> Insert Supplemental Activities</p> <p><input type="checkbox"/> Complete Course</p> <p><input type="checkbox"/> Disable Course</p> <p>Gradebook Options</p> <p><input type="checkbox"/> Add or Remove Bypasses</p> <p><input checked="" type="checkbox"/> Add Retakes</p> <p><input type="checkbox"/> Change Grades</p> <p><input checked="" type="checkbox"/> Reset Assignments</p>	<p>Educator Accounts</p> <p><input type="checkbox"/> Add Educators</p> <p><input type="checkbox"/> Edit Educators</p> <p><input checked="" type="checkbox"/> Change Own Password</p> <p><input type="checkbox"/> Access to All Schools in District</p> <p><input type="checkbox"/> Receive School Admin Notifications</p> <p><input type="checkbox"/> Receive District Admin Notifications</p> <p><input type="checkbox"/> Can Send Educators Reset Password Email</p> <p><input type="checkbox"/> Can Get Temporary Passwords For Educators</p> <p><input type="checkbox"/> Change Educator Passwords</p> <p>School Courses</p> <p><input type="checkbox"/> Create Custom Courses</p> <p><input type="checkbox"/> Edit Options</p> <p>Advanced Options</p> <p><input type="checkbox"/> Manage Snapshots</p> <p><input type="checkbox"/> Set District Calendar</p> <p><input type="checkbox"/> Manage Virtual Classroom Secure Station</p> <p><input type="checkbox"/> Manage Web Admin Secure Station</p> <p><input type="checkbox"/> View District Reports</p> <p><input type="checkbox"/> View Course Options Summary</p> <p><input type="checkbox"/> View Activity Information</p> <p>Edgenuity MyPath Options</p> <p><input type="checkbox"/> Manage Edgenuity MyPath</p> <p><input type="checkbox"/> View Edgenuity MyPath</p>
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You will uncheck all the permissions under Student Accounts and Student Courses. Under Educator Accounts, you will leave **Change Own Password**. Everything else should be unchecked. Click Blue **ADD EDUCATOR** box

Contact Information

Email:

[Add Educator](#)

STEP 4

Add Educator

User added successfully!

New user's name is samsampl126

Edgenuity will generate a new user id for your virtual facilitators. These are the credentials they will use to monitor/support students who are in credit recovery.

Remind them that their APS credentials will not work when logging onto Edgenuity.com to access the Credit Recovery platform.